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28 August 1963

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**MEMORANDUM FOR: Executive Assistant to the Director
Executive Assistant to the Deputy Director**

**SUBJECT : Notifications from NRO Satellite Operations
Center**

**REFERENCE : Memo dtd 23 Aug 63 to Dep for Ops, NRO
Staff fr DD/NRO, subj: "Notification of
Important Events to the DD/NRO by Mem-
bers of the Operations Center." [redacted]**

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1. Attached is a copy of the procedures which Mr. Klefer has asked the NRO Satellite Operations Center to follow in providing notifications to the Director and Deputy Director of significant events in satellite operations. Please let me know if these arrangements meet with your approval.

2. As you know, the OSA Control Center is only manned during normal duty hours, unless OSA operational activity is in progress in which case it is manned for the duration of that activity.

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NRO review(s) completed.

15/
[redacted]
**Executive Officer
Office of Special Activities**

1 Att:

Reference as listed

cc: EXEC DIR
✓DD/S&T

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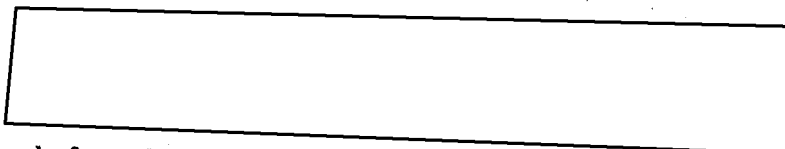
23 JUG 1963

MEMORANDUM FOR THE DEPUTY FOR OPERATIONS, NRO STAFF

SUBJECT: Notification of Important Events to the DDNRO by Members of the Operations Center

This is to confirm our previous discussions on notifications to be provided in connection with activities within your purview.

I wish to be notified of all reconnaissance satellite launchings, recoveries and changes in status that would adversely affect the successful operation of the payload or shorten significantly the duration of a mission. In the event that I cannot be reached within 15 minutes after the time of the notification, I request that General Carter, Deputy Director, CIA, be notified of the event. His phone numbers are as follows:



As normal policy, before the phone call is terminated, you should obtain his wishes on passing any information to Mr. McCone. Mr. McCone's telephone number is [redacted]. Routine, good or bad orbital news need not be passed to General Carter after 2100 hours, local time, but he should be informed by 8:30 AM the following day.

Notification of other members of the CIA will be handled through the Control Center, CSA, with information provided through the exchange of messages in the operational reports control system. Please accept telephone calls from Mr. Knocke or Elder in the event they must respond to questions raised by the DCI or the DDCI, and please see to it that one of these individuals is notified of events per paragraph 2 in absence of both General Carter and myself.

Until the 10 June 1963 Satellite Contingency Plan is officially changed, Colonel Jack C. Ledford is to be notified in any emergency situations involving disasters. He will replace Dr. Herbert Scoville in this regard. Please obtain from Colonel Ledford his preferred alternate for such situations. I wish to be notified as well

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of such emergencies. Colonel Loftord will be responsible for advising his superiors within CIA in such circumstances."

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Please see that Colonel Loftord and Messrs Knoche and Elder are aware of these arrangements.



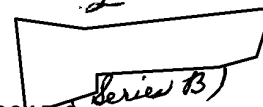
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WILLIAM F. HENNER
Deputy Director
National Intelligence Office

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